

AD 1.2, Organization

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1. Policy. The Department of Correction is administered by the Commissioner of Correction who shall be responsible for the overall management and direction of the Department. The Commissioner shall ensure that the statutory duties of the Department are carried out.
2. Authority and Reference.
 - A. Connecticut General Statutes, Section 18-81.
 - B. American Correctional Association, Standards for the Administration of Correctional Agencies, Second Edition, April 1993, Standards 2-CO-1A-06, 2-CO-1A-10, 2-CO-1A-12, 2-CO-1A-13.
 - C. American Correctional Association, Standards for the Administration of Probation and Parole Field Services, Third Edition, August 1998, Standards 3-3001, 3-3005 through 3-3007, 3-3012 and 3-3016.
 - D. American Correctional Association, Standards for Adult Correctional Institutions, Third Edition, January 1990, Standards 3-4003, 3-4004, 3-4006 through 3-4008 and 3-4011.
 - E. American Correctional Association, Standards for the Adult Local Detention Facilities, Third Edition, March 1991, Standards 3-ALDF-1A-03, 3-ALDF-1A-06 through 3-ALDF-1A-07, 3-ALDF-1A-11 and 3-ALDF-1A-16.
 - F. American Correctional Association, Standards for Correctional Training Academies, May 1993, Standards 1-CTA-1A-02 through 1-CTA-1A-05 and 1-CTA-09.
 - G. Administrative Directive 1.6, Monthly and Annual Reports.
3. Definitions. For the purposes stated herein, the following definitions apply:
 - A. Division. An organizational component of the Department administered by a Deputy Commissioner.
 - B. Unit. A subdivision of the Department, subordinate to a Division, administered by a Unit Administrator or Director. A unit may be a correctional facility, a community enforcement office or provide a specific Department support function.
4. Divisions Reporting to Commissioner. The following divisions shall report to the Commissioner:
 - A. Division of Operations;
 - B. Division of Programs and Staff Development;
 - C. Division of Field and Security Operations; and
 - D. Division of Support Services.
5. Division of Operations. Within the Division of Operations, there shall consist of six (6) designated areas of responsibility which are comprised of 18 facilities under the leadership of the Deputy Commissioner of Operations. Each designated area shall be appointed a Lead Warden who has direct and/or oversight responsibilities as shown below. A Unit Administrator shall be appointed to each facility where a Lead Warden has only oversight responsibilities.

- A. Lead Warden.
 - 1. Willard-Cybulski Correctional Institution, oversight;
 - 2. Enfield Correctional Institution, oversight;
 - 3. Northern Correctional Institution, direct;
 - 4. Osborn Correctional Institution, oversight; and
 - 5. Carl Robinson Correctional Institution, oversight.
- B. Lead Warden.

MacDougall-Walker Correctional Institution, direct.
- C. Lead Warden.
 - 1. Cheshire Correctional Institution, direct;
 - 2. Manson Youth Institution, oversight; and
 - 3. Webster Correctional Institution, oversight.
- D. Lead Warden.
 - 1. York Correctional Institution, direct; and
 - 2. J.B. Gates Correctional Institution, oversight.
- E. Lead Warden.

Corrigan-Radgowski Correctional Institution, direct.
- F. Lead Warden.
 - 1. Bridgeport Correctional Center, oversight;
 - 2. Hartford Correctional Center, oversight;
 - 3. New Haven Correctional Center, oversight;
 - 4. Garner Correctional Institution, oversight;
 - 5. Brooklyn Correctional Institution, oversight; and
 - 6. Bergin Correctional Institution, oversight.
- 6. Division of Programs and Staff Development. The Units within the Division of Programs and Staff Development shall, under the leadership of the Deputy Commissioner of Programs and Staff Development, be administered by the Directors of the eight (8) units listed below:
 - A. Offender Classification and Population Management.
 - B. Health, Mental Health and Addiction Services.
 - C. Education Services.
 - D. Training and Staff Development.
 - E. Program Development, Evaluation and Research.
 - F. Religious Services.
 - G. Human Resources.
 - H. Volunteer Services.
- 7. Division of Field and Security Operations. The Units within the Division of Field and Security Operations shall, under the leadership of the Deputy Commissioner of Field and Security Operations, be administered by the appropriate Unit Administrator or Director of the six (6) units listed below.

- A. Community Enforcement.
 - B. External Affairs.
 - C. Investigations and Tactical Operations.
 - D. Field Operations.
 - E. Central Intelligence.
8. Division of Support Services. The Units within the Division of Support Services shall, under the leadership of the Deputy Commissioner of Support Services, be administered by the appropriate Director of the six (6) units listed below.
- A. Affirmative Action.
 - B. Correctional Enterprises.
 - C. Facility Management and Engineering.
 - D. Fiscal Services.
 - E. Management Information Systems.
 - F. Nutrition and Food Services.
9. Organizational Charts. The Deputy Commissioner of Programs and Staff Development shall, subject to the Commissioner's approval, annually publish an organizational chart depicting the principal components of the agency. The organizational chart shall be distributed to all divisions.
10. Meetings. Communication meetings shall be conducted by division according to the position charting in accordance with the following:
- A. The Commissioner shall conduct monthly meetings with all Directors and Unit Administrators and Quarterly meetings with all Top Management;
 - B. Each Deputy Commissioner shall conduct monthly division meetings; and
 - C. Each Director and Unit Administrator, with three (3) or more direct report personnel, shall conduct meetings with immediate staff no less frequently than each quarter. Agendas shall be prepared prior to the meeting and attending employees shall be provided the opportunity for input concerning agenda items. Minutes shall be submitted with reports required in Administrative Directive 1.6, Monthly and Annual Reports.
11. Exceptions. Any exception to the procedures in this Administrative Directive shall require prior written approval from the Commissioner.